



# NAPS

## National Association of Private Schools



This reference manual will guide schools through the steps of accreditation. As well as, give a reference and explanation for the policies of National Association of Private Schools.

# POLICIES AND PROCEDURES MANUAL



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### FORWARD

Each year, Christian schools are asked this question, "Are you an accredited school?". This question will become more important in the next few years due to the major changes taking place in the educational system and the voucher programs being proposed by State and Federal governments.

National Association of Private Schools has been organized in order that private Christian schools give an affirmative answer to the question of accreditation. Accredited status is earned through academic, technical, and overall excellence. An experienced educational peer group evaluates each school. Professional educators who appreciate and understand the uniqueness of each educational program and ministry will evaluate your school.

Schools earning accreditation through National Association of Private Schools will appreciate the attainment of status and recognition. Accreditation is a tribute to the fact that the staff and faculty of your school are effectively motivating students and operating a high-quality educational program.

As you are probably aware, in the private school sector, accreditation is optional. However, many schools have seen the need for this status and have asked for a specialized accreditation program that is geared to private Christian schools. This recognition, as both a necessity and an advantage, helps to lift their school in recognition of its achievements. Community and constituency will appreciate this commitment to excellence. To this end, N.A.P.S. is committed to helping your school receive the recognition it deserves.

Please, do not hesitate to call the association office with any question. The office hours are 10 a.m. to 5 p.m. CST, Monday – Friday. The office phone is (877) 749-1807.



**Marvin L. Reynolds, D.Ed.**  
**Executive Director**



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### **INFORMATION FOR SCHOOLS SEEKING N.A.P.S. ACCREDITATION**

#### **MISSION STATEMENT**

National Association of Private Schools is an association of private schools and educators organized to assist private, Christian schools in establishing a third-party witness to the credibility of their performance.

#### **STATEMENT OF FAITH**

Member Schools and Accredited Schools must subscribe to the following in faith and practice.

1. God is the eternal Creator, Sustainer, and Provider of all things. He created the universe, man and all things in it.
2. Jesus Christ is the only begotten, virgin-born Son of God; He lived a sinless life and shed His blood for our sin. He rose from the grave, ascended into heaven, and will return to the earth. He is the Lord, only Mediator, and the only Savior.
3. The Holy Spirit convicts of sin, righteousness and judgment; in believers he affects the new birth, indwells, fills, empowers, instructs, guides, and bestows gifts.
4. Salvation is God's grace received through personal faith in the Lord Jesus Christ.
5. All men will be resurrected in the body. The saved will be resurrected unto life eternal; and the lost unto eternal damnation.
6. Believers have spiritual unity in the Lord Jesus Christ.
7. The Bible is the only, inspired, infallible, authoritative, preserved Word of God.

#### **SCOPE AND PURPOSE**

National Association of Private Schools was established to recognize Christian educational institutions which have achieved a level of excellence and expertise and have established a credible reputation in the educational community. Each accredited school's basic educational program must be consistent with academic success. Accreditation standards must be met on a yearly basis.



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### STANDARDS FOR ACCREDITATION

Each accredited school must be consistent with traditional academic expectations of the educational community and accreditation standards must be met on an annual basis. To earn and maintain the accreditation seal from National Association of Private Schools, a school must adhere to the following standards.

#### **Standard 1 Educational Philosophy and Mission**

N.A.P.S. holds to the philosophy that values as well as skills are central in helping a child to learn respect for the qualities of life needed to attain true success and to be a productive citizen of the United States. Therefore, N.A.P.S. accredited school's educational philosophy and mission must conform to the belief, instruction, and practice of traditional Biblical values and basic educational skills. The school's mission must hold to the implementation of a Christian Worldview to its enrollment. The philosophy and mission statements of each N.A.P.S. accredited school must be apparent and clearly stated on all websites, brochures, marketing materials, and handbooks.

#### **Standard 2 Academic Requirement**

N.A.P.S. accredited schools must have adopted a core Christian curriculum with a course of study that complies with the laws of the state in which the school resides. This course of study must also comply with the established traditional educational expectations of the education community by following a scope and sequence of the school's chosen Christian curriculum. The educational institution must meet the traditional basic state and national course guidelines for education in the United States. The educational philosophy and course presentation of the school must present a Christian worldview, creationism, as well as support Biblical teachings and moral values. N.A.P.S. accredited schools must follow the N.A.P.S. policies for the awarding of high school credits as listed on page 9 of this manual.

#### **Standard 3 Staff Requirement**

The administration and staff hold to professional ethics and the educational expectations of those they serve. All administrators and educational staff personnel must have degrees or have been trained and hold some certification from an educational training agency. Educational training agencies may include a curriculum company, if that curriculum is being utilized in the school. All staff members and volunteers, including administrators, instructors, teachers, teacher's aides, coaches, janitors, and bus drivers must be background checked. Anyone having access to the student enrollment of the school will be required to be background checked.

#### **Standard 4 Accreditation Folder**

Accredited schools will maintain an Accreditation Folder with documentation proving:

- Compliance with the laws applicable to the school
- Compliance with the association policies and procedures
- Academic achievements and school improvement plan
- Changes that have been made in the school's philosophy, organization, staff, policies, and procedures
- Copies of the results of staff members' background checks
- Yearly reaffirmation of stands and policies compliance through the annual School Verification Form

#### **Standard 5 Financial Requirement**

Accredited schools will maintain financial records and be in financial compliance with local, state, and national requirements. The school must prepare an annual budget. In addition, the school must have proof of financial viability.

#### **Standard 6 School Records**

The administration will keep and maintain all essential student grades, provide grade reports and transcripts of credits earned by the students. All student records must be maintained in a digital format with an off-site backup. The school will provide to the association the name and address of the successor custodian of institution's student records.

#### **Standard 7 School Relations**

Accredited Schools must hold to the Golden Rule in Professional Ethics, Financial Policies, and Customer Relations in the conduct and operation of the school program.



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### PROCEDURES FOR ACCREDITATION

#### APPLYING FOR ACCREDITATION

##### Steps for schools applying for accreditation with National Association of Private Schools

From the "Home" page of the N.A.P.S. website, navigate to the "Getting Started" page.

- On the "Getting Started" page, open, download, and carefully read the Policies and Procedures Manual. Review the requirements and procedures for accreditation. Please, give attention to the Standards for Accreditation, the Statement of Faith, and the Procedures for Issuing High School Credits.
- Review the N.A.P.S. Policies and Procedures Manual, complete the Accreditation Application online.
- Begin the Internal School Evaluation and enter N.A.P.S. Candidacy Status.
- Gather and organize the evidences, artifacts, and documents for the Candidacy Evidences for Accreditation Checklist. Evidences, documents, and artifacts may be placed in a shared Google folder that will be setup by the N.A.P.S. staff and shared with you and/or any of your staff, as you deem necessary while in Candidacy Status.
- Compose a narrative to answer each of the Evaluation Questions that correlate with the Standards and Policies of N.A.P.S. (see pp. 14-21).
- Navigate to and answer the questions using the online forms.

**Submit the evidences into the shared Google folder, answer the Standards questions, and the accreditation review begins. (Candidacy Status)**

#### ACCREDITATION REVIEW

N.A.P.S. accreditation review committee scrutinizes the documents, evidences, and artifacts that are submitted with the Candidacy Evidences for Accreditation form, as well as the answers to the Standards questions. This process will largely determine that a school's published claims are corresponding to its program and actual achievements and that the school is meeting the Standards of Accreditation of N.A.P.S.. Any Candidate school must be evaluated in its entirety. Changes made by a Candidate school during its year of candidacy must be documented in writing and evidenced on the school's website, brochure, parent/student handbook, staff meeting minutes, and board minutes.

#### NOTIFICATION OF RECOMMENDATION

When the review by the accreditation committee is completed, the school will be notified as to the recommendation that will be made to the Board of Directors at the Annual Board Meeting. If the school will be recommended to the N.A.P.S. Board for accreditation, the Evaluation Accreditation Fee will be due. If the school will not be recommended to the N.A.P.S. Board for accreditation, the reason(s) for denial will be sent to the school administrator.



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### NOTIFICATION OF ACCREDITATION

Upon approval by the Board of Directors at the Annual Board Meeting, which is held in June, the school will receive the Notification of Accreditation which contains:

One Accreditation Certificate in a decorative display cover.

- A letter of accreditation for display.
- A Desk Plaque which displays the N.A.P.S. accreditation.
- The school will be listed on the National Association of Private Schools Website.
- Use of the N.A.P.S. Logo Accreditation Seal.
- Use of the statement:

"Accredited by the National Association of Private Schools"

or

"National Association of Private Schools Accredited"

### ANNUAL VERIFICATION PROCEDURES FOR N.A.P.S. ACCREDITED SCHOOLS

Accreditation reviews will be updated every year during the Annual Verification Period or after any major change in the member school's program or administration.

### SCHEDULE OF FEES

**Application Fee: \$250.00** (Due with application)

**Accreditation Fee: \$650.00** (Due with submission of evidences and artifacts)

**Annual Accreditation Renewal Fee: \$195.00** (Annually following first school year of accreditation)

**Late Fee: \$35.00** (Late payment charge)

**Relinquishment of Accreditation Policy:** Accreditation is relinquished if payment and late fees are not received within four months of the due date and reinstatement must be paid after that date.

**Reinstatement Fee: \$150.00** (After accreditation is relinquished, in order to be reinstated, a school must pay the Accreditation Renewal Fee, the Late Fee, and the Reinstatement Fee or \$380.00)

**Non-Reinstatement Policy:** A school may not be reinstated after eight months, if fees are not paid.

**Candidacy Extension Fee: \$195** A Candidate school may extend its Candidacy status for one year by paying this fee.

**A Candidate School may not extend its candidacy past the one-year extension.**



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### **POLICIES AND REQUIREMENTS FOR ACCREDITATION**

#### **DEFINITION OF AN EDUCATIONAL INSTITUTION**

For the purposes of N.A.P.S. accreditation, an educational institution is one that:

- has a specified administrative staff
- has a student enrollment
- has students from at least three separate families
- keeps student records
- uses a standardized Christian core curriculum
- assigns curriculum lessons per the organization's staff
- has standard policies which apply to the entire enrollment that are published through a student and/or parent handbook.
- publishes graduation requirements, school year, and how to earn high school credits.

#### **ACCREDITATION AGREEMENT**

The School's Board of Directors, Partners, or Owner must thoroughly read N.A.P.S. Policies and Procedures Manual and agree with the Statement of Faith, as well as agree to abide by said policies and procedures as presented by National Association of Private Schools.

#### **ANNUAL VERIFICATION FORM AND PROCESS**

Upon accreditation, each year, schools must submit the annual renewal fee and the Annual Verification Form for review and accreditation during the Annual Verification Period. The school must also maintain the updated Accreditation Folder with any changes to the school's philosophy, organization, staff, and procedures. Accreditation standards must be met on a yearly basis. The National Association of Private Schools reserves the right to withdraw membership or accreditation from any accredited school that departs from the scope, purpose or requirements of the association. Any non-compliance issue must be rectified within a one-year period.

#### **EMPLOYMENT OF STAFF AND VOLUNTEERS**

Schools accredited by the association shall not employ a person or enlist a volunteer who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a school district of the accredited schools state of location. Background checks are required for staff which are directly involved with children.

#### **COURSE REQUIREMENT FOR ENTERING SENIORS**

Students entering an accredited school for the senior year must be required to complete at least 10% of the required school course credits for graduation or three full-year courses, whichever is the least amount. These courses may include Bible courses or additional electives. Schools may not issue diplomas solely based on another school's credits.

#### **SCHOOL RELATIONSHIP TO N.A.P.S.**

National Association of Private Schools does not involve itself in the internal affairs, interpersonal conflicts or litigation between parties associated with candidate or accredited schools. The Association is not liable for actions, policies, negligence, or any illegal, unethical or immoral conduct resulting in legal action taken against a candidate or accredited school.





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### **NEW SCHOOL APPLYING FOR ACCREDITATION**

Schools must complete one year of operation prior to applying for N.A.P.S. accreditation.

### **WITHDRAWAL OF MEMBERSHIP OR ACCREDITATION**

National Association of Private Schools reserves the right to withdraw accreditation from any accredited school that misrepresents itself or fails to comply with the requirements or purpose of the association and/or does not exhibit professional ethics and/or principles. Any non-compliance issue must be rectified within a one-year period.

### **PROCEDURE FOR APPEAL TO THE ASSOCIATION**

If an accreditation denial, accreditation withholding, or accreditation withdrawal decision is appealed, the following process is to be followed.

- The appeal must be made in writing within 30 days, and
- The written appeal will be considered by the appeals committee, and
- The committee will notify the school of the final decision, and
- The decision of the committee will be accepted without recourse.

All appeals are heard at the Annual Board of Directors Meeting, which is held in June of each year.

**Policies continued next page**



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### **DIPLOMA MILLS**

National Association of Private Schools does not, and will not, accredit an institution that operates as a diploma mill. National Association of Private Schools only accredits schools that require coursework completion, graduation requirements, testing, grading, and presentation of credit for core curriculum to be accomplished by traditional methodology. Testing for credit is not an approved method of awarding high school credits.

Diploma mills are defined as follows:

A diploma mill offers, for a fee, a high school diploma used to represent that individuals have completed a program of secondary education as required by the state in which the institution resides. In most cases, little or no completion of educational coursework is required to obtain the high school diploma and, in some cases, only the completion of a battery of tests is the sole requirement to receive a diploma.

### **ISSUANCE OF HIGH SCHOOL CREDITS FOR GRADUATION**

N.A.P.S. accredited schools must:

- Adopt credit requirements for graduation from high school in compliance with the requirements of the state in which the school resides.
- Develop a course of study that complies with the established traditional educational expectations of the educational community.
- Award credits by a traditional educational presentation and/or instruction of the core Christian curriculum. Courses offered must be equivalent to one and/or two semesters per school year, as offered in Christian, private, schools.
- Utilize core Christian curriculum which includes Math, English, Science, Social Studies and other electives that will make up the course of study required for graduation in the state where the school resides.
- Award credit for coursework which follows a scope and sequence with reputable Christian, textbooks, work texts or computerized presentations designed for credit for the courses offered.
- Not award credits for completion of certain chapters of course materials for multiple course titles or testing for course credit apart from actual completion of credible coursework.
- Utilize traditional methodology for course completion, testing, grading, and presentation of credit for core curriculum. Testing for credit is not an approved method of awarding high school credits.
- Maintain an educational philosophy and course presentation that does not counter Biblical Teachings and Moral Values with a Christian worldview.



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### **SCHOOL HANDBOOK INSERTIONS**

N.A.P.S. recommends the following statements should be included in the accredited school's handbook and promotional materials. The statements are concerning school transfer students and college entrance.

#### **1. Transfers to State Accredited Schools**

National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or accrediting agencies. Students entering back into a state accredited public school may be tested by the receiving public school to determine if he/she should be placed in the desired grade level, or if certain credits may be transferred to the receiving school. Public schools are not required to accept credits from schools not accredited by the state or regional accrediting agencies.

#### **2. College Admission**

National Association of Private School accredited school graduates are accepted at colleges and universities, providing they have the proper academic credentials, testing and transcripts. However, some colleges may wish to validate the high school diploma before admission of the student may be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.

### **EXCEPTION POLICY**

N.A.P.S. reserves the right to make, or withhold, an exception in the N.A.P.S. policies and procedures for any institution concerning any policy or procedure and that exception is not meant as an exception in policy or procedure for any other institution.

### **CHANGE OR MODIFICATION OF REQUIREMENTS**

N.A.P.S. reserves the right to modify the requirements for accreditation at any time with a unanimous consent by the Board of Directors. Organizational changes may be made by a majority vote of the Executive Board. Changes to the N.A.P.S. policies will only be made at the Annual Board Meeting and published in June of each year.

### **AFFILIATION**

N.A.P.S. may, at the appropriate time, cooperate with other agencies whose affiliation would be beneficial to our common purpose.

### **EARLY CHILDHOOD SCHOOL STANDARDS (PRE-SCHOOL: Birth through PreK-4)**

Each candidate school for accreditation and accredited school providing Pre-School Birth through PK-4 educational programs must utilize a traditional academic approach consistent with the expectations of the educational community. The institution which offers Pre-School must comply with National Association of Private Schools listed standards that are to be applied to the school's early childhood education.

The school will develop a course of study for each student that will comply with the laws of the state in which the school resides. The course of study must follow the scope and sequence of the chosen Pre-School Birth through PK-4 curriculum.



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### INTERNAL SCHOOL EVALUATION GUIDE

Use this guide to prepare the responses that will be recorded on the Internal Evaluation

Form. **EVALUATION:** S = Satisfactory I = Needs Improvement U = Unsatisfactory

#### FACILITIES

- Professional Appearance
- Cleanliness
- Organization
- Atmosphere

Please give a short explanation of why the school's facilities were given these results and how the facilities could be improved.

#### STAFF

- Appearance
- Professionalism
- Discipline
- Attitude
- Background Checks

Please give a short explanation of why the staff have been given these results and how the staff could be improved.

#### SPRITUAL EMPHASIS

- Priority of Christian Emphasis
- Emphasis on Biblical Principles and Values
- Chapel and/or Devotional Program

Please give a short explanation of why the school's spiritual emphasis has been given these results and how the spiritual emphasis could be improved.

#### COMMUNICATIONS

- Website / Social Media Announcements
- Student / Parent Handbook
- Phone / Email Monitored

Please give a short explanation of why the communications have been given these results and how the communications could be improved.

#### STUDENTS

- Appearance and Dress Code
- Attitude and Character
- Orderliness and Commitment
- Academic Achievement

Please give a short explanation of why the students have been given these results and how the students could be improved.

#### ACADEMIC PROGRAM

- Christian Curriculum
- Instructional Method
- Educational Outcomes
- Academic Competency
- Digitized Academic Student Records

Please give a short explanation of why the academic program has been given these results and how it could be improved.

#### BUSINESS PRACTICES

- Professional Ethics
- Financial Policies
- Financial Record Keeping
- Customer Relations
- Succession Plan for Student Records
- Disaster Plan for Student and School Records
- Catastrophic Disaster Plan for Student and School Records

Please give a short explanation of why the school's business practices were given these results and how they could be improved.

When you are ready to record your Evaluation,  
Click here: [N.A.P.S. CANDIDATE RESPONSES](#)



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### CANDIDACY EVIDENCES FOR ACCREDITATION CHECKLIST

THE FOLLOWING ITEMS ARE TO BE SUBMITTED TO N.A.P.S. USING THE SHARED GOOGLE FOLDER THAT HAS BEEN SET UP FOR YOUR SCHOOL. THE PREFERRED FILE FORMAT IS PDF FOR DOCUMENTS AND JPG FOR PICTURES.

- \_\_\_ EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT
- \_\_\_ EDUCATIONAL CERTIFICATION OVERVIEW  
(BUSINESS STATUS, EDUCATIONAL OFFERINGS, STAFF QUALIFICATIONS, AND CREDIBLE INFORMATION)
- \_\_\_ INSTITUTION LETTERHEAD AND ENVELOPE
- \_\_\_ COPY OF THE INSTITUTIONAL REGISTRATION IF REGISTERED
- \_\_\_ COPY OF DIPLOMAS OR CERTIFICATES OF TRAINING OF THE STAFF
- \_\_\_ INSTITUTIONAL BROCHURE AND ENROLLMENT INFORMATION
- \_\_\_ INFORMATION ON THE INSTITUTIONAL EDUCATIONAL PROGRAM \*
- \_\_\_ INSTITUTIONAL POLICIES AND PROCEDURES MANUAL (ADMINISTRATION MANUAL)
- \_\_\_ COPY OF THE STUDENT HANDBOOK
- \_\_\_ COPY OF THE STAFF HANDBOOK
- \_\_\_ INSTITUTIONAL COURSE REQUIREMENTS FOR GRADUATION
- \_\_\_ LIST OF ITEMS REQUIRED FOR STUDENT CUMULATIVE FOLDERS
- \_\_\_ COPY OF A STUDENT'S TRANSCRIPT
- \_\_\_ COPY OF THE HIGH SCHOOL DIPLOMA ISSUED TO STUDENTS
- \_\_\_ PHOTOGRAPHS OF THE BUILDING, EDUCATIONAL AND OFFICE FACILITIES
- \_\_\_ SEVEN LETTERS OF RECOMMENDATION FOR ACCREDITATION  
(2) BUSINESS, (2) EDUCATOR, AND (3) PARENT REFERENCES
- \_\_\_ COPY OF THE INSTITUTION ACCREDITATION SELF EVALUATION CHECKLIST
- \_\_\_ LIST OF ALL CURRICULUMS USED BY THE EDUCATIONAL INSTITUTION \*
- \_\_\_ INSTITUTION'S ANNUAL BUDGET
- \_\_\_ INSTITUTION'S PROFIT/LOSS STATEMENT

\* CATALOGS WITH SCOPE AND SEQUENCE MAY BE REQUESTED FROM YOUR SCHOOL BY N.A.P.S..

### DEMOGRAPHICS

PLEASE PROVIDE THE FOLLOWING DEMOGRAPHICS OF THE SCHOOL:

1. THE NUMBER OF STUDENTS IN EACH GRADE.
2. A LIST WITH EACH STAFF MEMBER AND HIS/HER RESPONSIBILITIES.
3. A LIST THE NUMBER OF GRADUATES FOR EACH OF THE LAST THREE YEARS.  
2018 -                      2019 -                      2020 -

PLEASE RECORD THE SCHOOL'S DEMOGRAPHICS USING THE CANDIDATES RESPONSE FORM:

[Click Here:  
Candidate Response Forms](#)



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### EVALUATION QUESTIONS FOR CANDIDATE SCHOOLS

**INSTRUCTIONS:** BEFORE SUBMITTING ANSWERS ON THE ONLINE GOOGLE FORM, COMPOSE A NARRATIVE USING A WORD PROCESSOR. WHEN YOU HAVE COMPLETED YOUR STATEMENTS, CLICK THE LINK PROVIDED FOR EACH STANDARD AND POLICY FORM.

#### HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 1? STANDARD 1: EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT

Does the school's educational philosophy and mission hold to the belief, instruction and practice of traditional Biblical values and basic educational skills including a Christian worldview? Prepare to elaborate your answer.

Are the school's values and skills central in helping a child to learn respect for the qualities of life needed to attain true success and to be a productive citizen of the United States? If you answered yes or no, please elaborate.

Is the philosophy and mission statements of the school apparent and clearly stated on all websites, brochures, marketing materials, and handbooks? Please elaborate.

Have you communicated compliance to Standard #1 with the community of stakeholders (Students, Staff, Parents, Board Members)? If so, how did you communicate it?

**EXAMPLE OF EVIDENCES FOR STANDARD 1:** Student Handbook, Staff Handbook, Board Meeting Minutes, Newsletters, Website (Any documentation or evidence listed should be placed in the school's shared Google folder)

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 1, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**



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### HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 2?

#### STANDARD 2: ACADEMIC REQUIREMENTS

Which curriculum publisher does the school use for its core subjects (Science, Math, English, History)?

Does the school have a course of study for each student that will comply with the laws of the state in which the school resides?

Does the course of study comply with the established traditional educational expectations of the educational community and follow the scope and sequence of the school's chosen curriculum?

How does the educational institution hold to its desire to meet the traditional basic state education requirements?

Is the school's presentation of core curriculum equivalent to one and two semesters of a school year for each school year as offered in Christian, Private and Public Schools?

How does the school communicate its compliance with Standard #2 to the stakeholder community?

**EXAMPLE OF EVIDENCES FOR STANDARD 2:** Curriculum overview, Course Offering, Detailed Scope and Sequence, Student Handbook, Policy Manual, Procedures Manual, and/or Website address (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 2, CLICK THIS LINK:**

[Click Here:  
Candidate Response Forms](#)



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## National Association of Private Schools

### HOW HAS THE SCHOOL MET STANDARD 3?

#### STANDARD 3: STAFF REQUIREMENTS

Does the administration and staff hold to professional ethics and educational expectations of the community of stakeholders?

Are all administrators and educational staff personnel holding degrees or training with some certification from an educational training agency?

Has every staff member and volunteer, including all support staff, and anyone having contact with enrolled students been background checked by an independent professional screening service?

Have you communicated your compliance to Standard #3 to the stakeholder community? If so, How?

**EXAMPLE OF EVIDENCES FOR STANDARD 3:** Staff Handbook, Staff Meeting Notes, Credentials, Certifications (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 3, NAVIGATE TO THE CANDIDATE RESPONSE FORM.**

**Click Here:  
Candidate Response Forms**





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## National Association of Private Schools

### HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 4?

#### STANDARD 4: ACCREDITATION FOLDER

Has the school created an Accreditation Folder containing documentation proving compliance with local and state laws that are applicable to the school?

Does the Accreditation Folder contain documentation of compliance with N.A.P.S. policies and procedures including background checks for staff and volunteers?

Is there documentation of academic achievements of individual students, segments, and the entire school?

Is there documentation of a school improvement plan in the Accreditation Folder?

Is there documentation of changes that have been made to the school's philosophy, organization, staff, policies, and procedures.

How do you communicate Standard #4 to all responsible staff members?

**EXAMPLE OF EVIDENCES FOR STANDARD 4:** Board Meeting Minutes, Staff Meeting Notes, Website (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are to be submitted to indicate compliance to this Standard.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 4, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**



# NAPS

## National Association of Private Schools

### HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 5?

#### STANDARD 5: FINANCIAL VIABILITY

Does the school maintain financial records that are in financial compliance with local, state and national requirements?

Does the school have a prepared annual budget?

Does the school have proof of financial viability?

How is Standard #5 communicated to the stakeholder community?

**EXAMPLE OF EVIDENCES FOR STANDARD 5:** Board Meeting Minutes, Staff Meeting Notes, Budget, Income and Loss Statement (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are used to indicate compliance with Standard #5.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 5, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**



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## National Association of Private Schools

### HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 6?

#### STANDARD 6: SCHOOL RECORDS

Does the school keep and maintain all essential student grades, providing grade reports and transcripts of credits earned by each student?

Are all student records maintained in a digital format with an off-site backup?

Has the school appointed a successor custodian of the school's records and provided N.A.P.S. the name and contact information?

How is Standard #6 communicated to the responsible staff members?

**EXAMPLE OF EVIDENCES FOR STANDARD 6:** Copy of a Cumulative Student Folder, Procedures Manual (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are used to indicate compliance with Standard #6.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 6, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**



# NAPS

## National Association of Private Schools

### HOW HAS THE SCHOOL MET THE REQUIREMENTS OF STANDARD 7? STANDARD 7: SCHOOL RELATIONS

Does the school promote professionalism in its Code of Ethics, Financial Policies, and Customer Relations concerning the school's conduct and operation?

**EXAMPLE OF EVIDENCES FOR STANDARD 7:** Testimonials from Parents, Educators, and the Business community. (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Please list the evidences that are used to indicate compliance with Standard #7.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR STANDARD 7, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**



# NAPS

## National Association of Private Schools

### **HOW HAS THE SCHOOL MET THE REQUIREMENTS OF N.A.P.S. POLICIES? POLICIES: LEGAL COMPLIANCE AND EDUCATIONAL STANDARDS**

Does the school comply with the local and state laws where the school is located?

Does the course of study for each student comply with the laws of the state in which the school resides?  
If no, please explain.

Does the school use established, traditional academics in accordance with the expectations of the educational community? If no, please elaborate.

Does the school allow students to test for credit? If yes, please explain

Are courses completed in traditional methodology? If no, please elaborate.

Does the school allow students to fast-track? If yes, please explain

**EXAMPLE OF EVIDENCES FOR LEGAL COMPLIANCE:** Student Handbook, Policy Manual, Procedures Manual, Website. (Any documentation, artifact, or evidence listed should be placed in the school's shared Google folder) Board Meeting Minutes, and Legal Documents. Please list the evidences that are used to indicate compliance with N.A.P.S. Policies.

**WHEN YOU ARE READY TO SUBMIT YOUR NARRATIVE FOR N.A.P.S. POLICIES, CLICK THIS LINK:**

**Click Here:  
Candidate Response Forms**



# NAPS

## National Association of Private Schools

### **IMPORTANT INFORMATION FOR ACCREDITED SCHOOLS**

#### **TRANSFERS TO STATE OR REGIONALLY ACCREDITED SCHOOLS**

National Association of Private Schools is an independent accreditation agency nonaffiliated with any state, secular or regional accreditation or accrediting agencies. If a student chooses to re-enter a state or regionally accredited public or private school, the receiving school may choose to test the student to determine if he/she should be placed in the desired grade level or if certain credits may be transferred. Although the vast majority of public and private schools are cooperative concerning transferring credits from private schools accredited by National Association of Private Schools, they are not required by law to automatically accept credits from any school.

#### **POST SECONDARY SCHOOL STUDENT ADMISSION (PUBLIC COLLEGES AND UNIVERSITIES AND PRIVATE CAREER COLLEGES)**

Students who graduate from N.A.P.S. accredited schools, providing they have the proper academic credentials, testing and transcripts have entered: (1) colleges and universities, including community, regional, private and state colleges and technical schools, (2) military services, (3) church and educational ministries, (4) businesses and the work place.

#### **HIGH SCHOOL DIPLOMA VALIDATION FOR FAFSA**

The FAFSA (Free Application for Federal Student Aid) is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid. This form is now used by colleges and universities for issuance of state student aid and scholarships. FAFSA has become increasingly important for both public and private colleges and universities to assure that federal and state student aid through College Loans and Pell Grants are from valid high school and home school programs.

When admitting a student from a secondary school program, a college determines if a school or school accreditation is on an approved Department of Education list. If not, the educational institution is to validate the graduation diploma by certain established criteria located in the Federal Student Aid Handbook issued by the Federal Department of Education.

Because National Association of Private Schools Accredited Schools in most cases are not accredited by a government accreditation, the schools diploma in some cases may need validation by the Post-Secondary Institution before admission of the student can be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.



# NAPS

## National Association of Private Schools

### **N.A.P.S. ORGANIZATIONAL STRUCTURE**

#### **BOARD OF DIRECTORS**

The Board of Directors is the voting body of National Association of Private Schools. The Board of Directors may elect or appoint such offices or persons as needed to conduct the business of the organization. In the case of a resignation or vacancy in an organizational office, the Board majority may elect a new officer or board member.

#### **EXECUTIVE BOARD**

The Executive Board is composed of the officers of the corporation of National Association of Private Schools.

#### **ADVISORY COUNCIL**

The Advisory Council is the legal and professional support arm of National Association of Private Schools.  
The Executive Board appoints the Advisory Counsel.

#### **BOARD OF ADVISORS**

Administrators of Charter Member Schools are held to be members of the Board of Advisors. As such, these persons may be called upon for their expertise and advice. The Board of Advisor's function is advisory to the Executive Board.

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